

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES

BOARD OF DIRECTORS SPECIALREGULAR MEETING August 17September 21, 2006

CALL MEETING TO ORDER: The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order by President Clark at 7:430 p.m.

ROLL CALL: Attending Directors: President Matthew Clark, Vice President Leonard Woren, Secretary Fran Pollard, Treasurer Ric Lohman, and Board Member Gael Erickson.

Attending Staff: General Manager Chuck Duffy, Administrator Delia Comito, and District Legal Counsel Jonathan Wittwer.

Director Lohman was feeling ill and left the meeting after the regular meeting roll call.

PLEDGE OF ALLEGIANCE: President Clark led those present in reciting the Pledge of Allegiance.

GENERAL PUBLIC PARTICIPATION

None.

Director Woren commented on Prop. 90 regarding eminent domain and suggested a "No" vote. He also announced the upcoming "First Flush" training in Half Moon Bay sponsored by the National Oceanic Atmospheric Administration.

Director Pollard announced Clean-up Day on 9/30/06 and Children's Day on 10/8/06 at Quarry Park.

ACTION AGENDA

- 1. Consideration of Waiver or Expedited Consideration of a Variance for a proposed 1,306 sq. ft. single-family dwelling on a 3,662 sq. ft. parcel in the R-1/S-17 zoning district, APN: 047-241-380, Owner: Randy Buchwald.**

ACTION: Director Woren moved to approve granting a waiver to the applicant. (Woren/Pollard). Approve 4-0.

ACTION: Director Woren moved to authorize a staff level issued permit to the applicant. (Woren/Pollard). Approved 4-0.

- 2. Presentation of 5-Year Capital Improvement Plan by District Engineer John Rayner.**

John Rayner, the District's Engineer, reviewed the staff report provided in the agenda packets, which outlined the CIP segments which are: 1. Medio Creek, 2. compliance projects, and 3. system upgrades. This item was for discussion only

3. Consideration of an Ordinance Amending Variance Procedures for parcels less than 4,750 sq. ft. in the S-17 or S-3 zoning districts, and for parcels less than 8,800 sq. ft. in the S-94 zoning district.

This item was tabled.

4. Consideration of Response to Letter Received from Karen King, Chairman, San Mateo County Republican Party.

A draft letter by Director Lohman was provided in the agenda packets and presented as a response to a letter mailed to Director Lohman at the District Office from Karen King. The Board agreed the letter from Ms. King was inappropriate and that a response was in order.

Jim Marsh, a public member, addressed the Board regarding this issue.

After a general discussion, it was the sense of the Board to have staff contact Director Lohman to ask his preference on sending the response on District letterhead versus not.

5. Consideration of U.S. Environmental Protection Agency NPDES Compliance Evaluation Report.

The General Manager reviewed the EPA report provided. The Sewer Authority Midcoastside will be preparing a response to the findings to be provided. This item was provided for information only.

Director Woren requested that an Urgency Item be placed on this agenda:
Consideration of County Staff Report on LCP Update.

ACTION: Director Woren moved to find that the County Staff Report came to the attention of the District Board subsequent to the posting of the agenda, and that it requires action before the next regular board meeting. (Woren/Pollard) Approved 4-0.

Consideration of County Staff Report on LCP Update.

The Board held a general discussion. Counsel was directed to draft a letter to the County. Director Woren was appointed to attend the meeting on behalf of the District. (Woren/Pollard). Approved 4-0.

President Clark reordered the agenda, placing the Attorney's Report before the Consent Agenda and moving Item 6 after Consent Agenda.

14. Attorney's Report.

None

CONSENT AGENDA

Director Pollard held Consent Agenda Item 8 for discussion.

7. **Approval of Special Meeting minutes for August 17, 2006.**
9. **Approval of September 2006 warrants totaling \$106,587.05 (Check #2497 - 2529)**
10. **Approval of Assessment District Administrative Costs Fund distribution #03-06/07 totaling \$5,260.16.**
11. **Approval of August 2006 Financial Statements.**

ACTION: Director Pollard moved to approve Consent Agenda Items 7, 9, 10 and 11. (Pollard/Erickson). Approved 4-0.

8. **Approval of Regular Meeting minutes for August 17, 2006.**

Director Pollard noted a typo in Item 4 of the minutes, to be corrected.

ACTION: Director Pollard moved to approve Consent Agenda Item 8. (Pollard/Erickson). Approved 4-0.

6. **Consideration of District Logo.**

The Board held a general discussion. The item will be brought back after some changes are made as discussed.

DIRECTORS' COMMENTS AND COMMITTEE REPORTS

12. **Sewer Authority Mid-Coastside.**
13. **Report on other seminars, conferences, or committee meetings.**

INFORMATION CALENDAR

15. **Treasurer's Report.**
16. **General Manager's Report.**
17. **Administrator's Report.**

FUTURE AGENDA ITEMS

ACTION AGENDA

1. **Consideration of Variance applications received for parcels less than 4,750 sq. ft. in the S-17 or S-3 zoning districts, and for parcels less than 8,800 sq. ft. in the S-94 zoning district:**

Applicants: Dennis Doherty and Hugh Doherty, Jr., APN 048-013-550, 1st Street, Miramar, Class 1A permit for a proposed 2,318 sq. ft. single-family dwelling on a 5,846 sq. ft. parcel in the S-94 zoning district (10,000 sq. ft. min.)

Applicants: Randy & Quirina Buchwald, APN 047-241-380, Palma Street, El Granada, Class 1A permit for a proposed 1,306 sq. ft. single-family dwelling on a 3,662 sq. ft. parcel in the R-1/S-17 zoning district (5,000 sq. ft. min.)

ACTION: Director Woren moved to find that all required findings can be made pertaining to the variance application submitted by Dennis Doherty and Hugh Doherty Jr., APN 048-013-550. (Woren/Lohman). Approved 5-0.

ACTION: Director Woren moved to find that all required findings can be made pertaining to the variance application submitted by Randy and Quirina Buchwald, APN 047-241-380. (Woren/Lohman). Approved 5-0.

Pursuant to the District Code, where more than one variance application is submitted within a six month period and satisfies all required findings for issuance of a variance, then such variance applications are considered as to their comparative merits and the Board grants a total of no more than one variance from among such variance applications submitted during the preceding six months. The merits compared are those which best address the District's limited collection and transmission capacity. The bBoard held a general discussion regarding the comparative merits of the two variance applications being considered and determined that the merits of the Doherty application outweighed those of the Buchwald application.

ACTION: Director Lohman moved to accept grant the application submitted by Dennis Doherty and Hugh Doherty Jr., APN 048-013-550, thereby granting a Variance based on the comparative merits of those considered. (Lohman/Woren). Approved 5-0.

2. Report from Seacoast Disposal Ad Hoc Committee Regarding Franchise Agreement for Solid Waste and Recycling Services.

Directors Woren and Erickson reported on the Seacoast Ad Hoc Committee meeting held with the committee members of Montara Water and Sewer District on August 16, 2006. The committees discussed the proposed rate increase and five-year franchise agreement extension presented by Seacoast Disposal Company. The Ad Hoc Committee will be meeting again before returning to the Board with their recommendations.

3. Consideration of a Resolution Adopting Bylaw Regarding Financial Procedures for Reimbursable Expenses and Required Ethical Training.

District Counsel Wittwer reviewed the proposed changes to the existing bylaw to ensure conformance with AB 1234. Two minor additions were added to the bylaw as follows:

Article V, A.1., the following language was added to the end of the sentence to read in part " ... of said Board, *except as provided in A.2. below.*"

Article V, B.2., the following word was added to the first sentence to read in part "Reimbursable expenses are those reasonably required and *actually* incurred ...".

ACTION: Director Woren moved to approve the Resolution as amended above. (Res. 2006-006). (Woren/Pollard). Approved 5-0.

4. Consideration of application to LAFCo for possible reorganization into a Community Services District, and possible action on related matters.

Director Woren had requested that this item be placed on the agenda, but he stated that the discussion was no longer needed because LAFCo will be now be proceeding with the Municipal Services Review and Sphere Study for the Mid-Coast area.

5. Review and Possible Action Concerning County Grand Jury Report on Disaster Preparedness of Special Districts.

ACTION: Director Lohman moved to direct staff to send a response letter to the Grand Jury supporting the Grand Jury findings and recommendations. (Lohman/Woren). Approved 5-0.

CONSENT AGENDA

Director Woren requested that Item 10 be held for discussion.

6. Approval of Closed Session Special Meeting minutes for July 27, 2006.

7. Approval of Special Meeting minutes for July 27, 2006.

8. Approval of August 2006 warrants totaling \$131,030.60 (Check # 2467- 2496)

9. Approval of Assessment District Administrative Costs Fund distribution #02-2006/2007 for \$ 1,247.67.

ACTION: Director Woren moved to approve Consent Agenda Items 6, 7, 8, and 9. (Woren/Pollard). Approved 5-0.

10. Approval of July 2006 Financial Statements.

The District Administrator provided clarification on a question Director Woren had regarding the Balance Sheet.

ACTION: Director Woren moved to approve Consent Agenda Item 10. (Woren/Pollard). Approved 5-0.

DIRECTORS' COMMENTS AND COMMITTEE REPORTS

11. Sewer Authority Mid-Coastside.

There was no SAM meeting held since the last GSD Regular meeting.

12. Report on other seminars, conferences, or committee meetings.

None.

INFORMATION CALENDAR

13. Treasurer's Report.

Nothing further to report.

14. General Manager's Report.

- Update on Naples Beach/Medio Creek Pump Station – The General Manager reported the following update from District Engineer John Rayner: 1) Mr. Rayner has met with the owner of the property the District needs an easement over. The owner seems receptive to the possibility of granting an easement, subject to working out the details of the transaction; 2) a schedule has been developed showing a project time of a year and 4 months to two years, with most of the time

spent on permitting; 3) the District Engineer will be proceeding with design and permitting as necessary.

15. Administrator's Report.

The Administrator reported that the District's sewer service charge report had been successfully submitted for placement on the County of San Mateo property tax bills for Fiscal Year 2006/07.

16. Attorney's Report.

Nothing further to report.

FUTURE AGENDA ITEMS

There were two items suggested for the next regular meeting: Discussion of potential changes to future variance procedures; and discussion of a response to a letter received from the San Mateo County Republican Party.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 10:129:58 p.m.

SUBMITTED BY:

APPROVED BY:

Chuck Duffy, General Manager

Fran Pollard, Secretary

Date Approved: September 21October 19, 2006